

Town Government Structure

COUNCIL/MANAGER FORM OF GOVERNMENT

The Town of Los Gatos operates under the Council/Manager form of government, a system that combines the policy leadership of elected officials in the form of a Town Council, with the managerial expertise of an appointed Town Manager.

The Town Manager is appointed by the Council and serves as the chief administrative officer of the organization. The Town Manager is responsible for administration of Town affairs, day-to-day operations, and implementation of Council policies according to State Government Code outlined in sections 2.30.255- 2.30.305 of the Town Code.

The Town Attorney, also appointed by the Council, advises and represents the Town and Council in all legal affairs.

ELECTED OFFICIALS

Town Council

The Town Council is the legislative body for the Town of Los Gatos. Five (5) members are elected to serve staggered four (4) year terms. The Council elects one of its members annually to serve as Mayor. The Town is a General Law City operating under the provisions of the State Government Code.

Town Clerk

The Town Clerk serves a four (4) year term and is responsible for providing various services required by the Town Code and State Government Code for General Law Cities.

Town Treasurer

The Town Treasurer serves a four (4) year term and is responsible for activities as mandated in the Town Code and the State Government Code. The Treasurer is the custodian of all Town funds and is responsible for the Town's investments and bond services.

TOWN SERVICES

Town Manager's Office

The Town Manager provides overall administration, leadership and direction for the Town organization. The Manager identifies community issues and the needs requiring legislative policy decisions; provides alternative solutions; assures that the Council's policies, programs and services are effectively and efficiently provided; prepares the Town's budget with recommendations on the appropriate resources for Council action; provides research and information necessary for responsible decision-making; fosters public awareness of municipal programs, services and goals; responds to citizen inquiries by explaining Town services and functions; investigates problems and provides specialized assistance in the Redevelopment project area development. The Town Manager's Office is also directly responsible for personnel, finance, budgeting, purchasing, labor relations, management information systems, cable television, risk management, equipment replacement, and worker's compensation.

Clerk Department

The Clerk Department serves as a comprehensive repository of information for Town Departments and the Los Gatos community. A major objective of the Department is to preserve the total legislative and recorded history of the Town government and make it readily available to the general public, other agencies and Town staff.

Town Attorney

The Town Attorney is the legal advisor to the Town Council, staff and Redevelopment Agency. The Town Attorney processes and evaluates all claims against the Town and manages all litigation involving the Town. The Town Attorney is also directly responsible for self-insurance.

Community Development

The Community Development Department is responsible for all current and advanced planning, redevelopment, building inspection and plan check activities of the Town. Program areas include Administration, Development Review, Code Compliance, Advanced Planning/Special Projects, Building Inspection/Plan Check and Redevelopment. The Department supports the Planning Commission, Town Council and Redevelopment Agency and Historic Preservation Committee, as well as other advisory commissions, such as the General Plan Committee, Architectural Standards Committee, and Community Development Committee.

Police

The Los Gatos/Monte Sereno Police Department provides public safety services to the Town of Los Gatos and the City of Monte Sereno. The principal aims of the Department are to reduce crime through prevention, detection and apprehension; provide for safe and

orderly movement of vehicular traffic through traffic calming strategies, enforcement, accident prevention and investigation; to provide public safety through regulation and control of hazardous situations; to recover lost and stolen property; and to prevent crime through programs reflecting community needs. The Department also emphasizes a strong police/community partnership through innovative programs such as Reserve Police Officer, Volunteers in Policing (V.I.P.), Disaster Aid Response Team (D.A.R.T.), Police Chaplin program, Parking Citation Hearing Officers, and the Police Explorer Scout program.

Parks and Public Works

The Parks and Public Works Department engages in the maintenance and operation of parks and public improvements, and management of construction projects in the following major areas:

- Street pavement, sidewalks, curbs and gutters, medians, and street lights
- Parks, trails, urban forests, playgrounds, play fields, and play lots
- Sanitary sewer systems
- Storm drainage systems
- Public facilities, equipment, parking structures/lots and private buildings
- Traffic control devices and features
- Automotive services for Town vehicles and equipment

Community Services

The Community Services Department serves as the center for programs which enrich the life of the community. The Department is committed to the following:

- Identifying and responding to the needs of a diverse population, with programs that serve seniors, youth, families, homeowners, renters and low income residents.
- Promoting a spirit of hometown community by including volunteers and program participants as integral parts of ongoing projects.
- Facilitating communication between local human service providers in order to increase effectiveness and to continually improve programs through shared expertise.
- Managing Town compliance with a variety of federally-mandated programs, targeting those resources toward identified local priorities.

Library

The Los Gatos Public Library serves as the Town's primary provider of information services and as a center for cultural enrichment and lifelong learning. The Department's goals are to provide collections and services which anticipate the needs of the community; encourage an interest in reading and learning; support students and the elementary and secondary level with appropriate materials and services; provide the current library related technologies and training; create a welcoming environment for children which encourages their curiosity, imagination, creativity and a permanent love

of reading; and provide a knowledgeable and service-oriented staff that is responsive to the community's need for access to a world of information and ideas. The Library provides current, high-demand, high-interest materials in a variety of formats for people of all ages, as well as more traditional resources. Dedicated to the spirit of a learning community, the Library provides a year around series of children's programs and a Summer Reading Club, a book discussion group for adults and Internet classes that are popular with many seniors.

Boards, Commissions, Committees

The Town of Los Gatos currently has several advisory groups categorized as a board, commission, or committee. Each has a specific focus and serves to make recommendations to the Town Council on issues related to that specific field. A Town staff member has been appointed to each commission, committee or board to serve as liaison between the Town Manager and the commission.

Members of commissions are volunteers who are appointed by the Town Council and serve at the pleasure of the Town Council.

